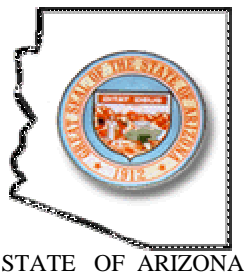


**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



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STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 04-023**

**TO:** Charter School Administrators, Directors, Principals

**FROM:** Maggie Singler

**DATE:** January 14, 2004

**SUBJECT:** January 15, 2004 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The January 15, 2004 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. If you need help finding or viewing these reports please contact a Regional Training Center (RTC) <http://www.ade.az.gov/rtc>.

**All eligible charter schools have been paid based on applicable student counts (Charter School Estimated Count lists, 40<sup>th</sup> or 100<sup>th</sup> day counts due by December 31, 2003. All charter schools, regardless of sponsorship, must have submitted a student list, 40<sup>th</sup> or 100<sup>th</sup> day ADM utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for a January payment. Special Education counts for January's payment are based on December 1, 2003 Census or, if applicable, Charter School Estimated Count lists. It is the responsibility of each charter school to verify that the Charter School Estimated Count report, ADMS46-1 Report for 40<sup>th</sup> day and SPED28-1 Report, as applicable, posted on their web page (<http://www.ade.az.gov/districts>) accurately reflects the data submitted.**

In the event that you did not receive a January 15, 2004 payment, it may be due to a decrease in ADM from estimates to 40<sup>th</sup> day, missing or late submitted ADM counts or having received overpayments in prior months. Future payments will be based on the 40<sup>th</sup> and 100<sup>th</sup> day SAIS information submitted by your Charter. . Any change in student counts on the CHAR55-1 will impact the calculated payment on CHAR64-1. If you have questions about student counts please contact either Karla Dunn at (602) 542-8240 or by email at [kdunn@ade.az.gov](mailto:kdunn@ade.az.gov) or, Steve Murosky at (602) 542-8239 or by email at [smurosk@ade.az.gov](mailto:smurosk@ade.az.gov) .

Information regarding corrections to FY2002-03 state aid is posted on the School Finance Bulletin Board (<http://www.ade.az.gov/schoolfinance/BulletinBoard/> ). The data reflected on the current FY2002-03 ADMS46-1, SPED28 and ELLS10 will be used for the recalculation of FY2002-03 state aid. If the current reports are not correct, contact either Karla Dunn at (602) 542-8240 or by email at [kdunn@ade.az.gov](mailto:kdunn@ade.az.gov) or, Steve Murosky at (602) 542-8239 or by email at [smurosk@ade.az.gov](mailto:smurosk@ade.az.gov) .

If you have any questions regarding your equalization calculation or payments please contact me at (602) 542-8244 or by email at [msingle@ade.az.gov](mailto:msingle@ade.az.gov) .

January 15, 2004